

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division INDUSTRIAL HYGIENE GROUP Standard Operating Procedure: Program Procedure	NUMBER IH20100 [Replaces IH50180]
	REVISION Final Rev2
Subject: SHSD IH Group Organization and role in Delivery of the BNL Industrial Hygiene Program	DATE 11/03/08
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1.0 Purpose & Scope

[Note: Renumbered from IH50180 to IH20100 on 10/27/08 Revision2.]

Purpose: This SOP describes the role and duties assigned to the Safety and Health Services Division Industrial Hygiene (IH) IH Group within the overall BNL IH and Worker Safety & Health programs. This document assists management in developing, implementing and coordinating an effective IH program that, as a minimum, complies with OSHA 29CFR1910 and 1926 and 10 CFR 851.

Scope: This document describes program elements with BNL program for Industrial Hygiene which includes the following subject areas: Asbestos, Beryllium, Biohazards in Research: Bloodborne Pathogens, Working with Chemicals, Confined Spaces, Ergonomics, Exhaust Ventilation, Indoor Air Quality, Laser Safety, Lead, Natural Hazards in the /Environment, Noise and Hearing Conservation, Personal Protective Equipment, Reproductive Hazards, RF/Microwave, and Static Magnetic Fields.

2.0 Responsibilities

2.1 The BNL program is implemented through the Industrial Hygiene Manager who

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2.1.1 Assigns designees to serve as:

- *BNL Industrial Hygiene Element Program Administrators,.*
- *IH Laboratory Personnel,*
- *SHSD Safety and Health Representatives,*
- *CMS/MSDS System members,*
- Certain other roles as required to meets BNL needs.

2.1.2 Documents assignments of personnel in R2A2s and a group organization chart.
(See IH webpage for current version of these documents.)

3.0 Definitions

Industrial Hygiene Program Element: A topic within the generally accepted field known as Industrial Hygiene (a.k.a. Occupational and Environmental Health) that is regulated by DOE Order or OSHA regulation or that is otherwise recognized as a hazard at BNL and is assigned to the Industrial Hygiene program. An example of an IH Program Element is the laser safety program.

4.0 Prerequisites

Persons serving as Program Administrator, **S&H Representatives, CMS/MSDS team member, and ancillary roles** need to have a high level of expertise in the subject based on education, training, or work experience. The criteria are set in HP65100 SHSD Training and Qualification of Safety & Health Professionals.

5.0 Precautions

none

6.0 Procedure (Program Elements)

6.1 The IH Group serves in the following main function roles:

IH Program Administrators (for more details see IH50600)	
1.	Serves as Industrial Hygiene element Program Administration & SBMS Subject Matter Expert.

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2. Conducts periodic Regulatory Driver tracking.
3. Performs periodic BNL Program Self Assessment.
4. Prepares Standard Operating Procedures.
5. Reviews or assists in developing training material.
6. Prepared and delivers Qualification for S&H Representatives
Safety & Health Representative (for more details see HP65900)
1. Consults to line organizations on Safety and Health issues.
2. Conducts exposure monitoring and engineering control surveys.
3. Maintains an Exposure Monitoring Record database.
4. Conducts engineering controls surveillance testing
5. Performs Project Design Reviews for H&S impact on workers
6. Assists with periodic BNL Program Self Assessments.
IH Laboratory Personnel (for more details see HP51 series and IH62)
1. IH monitoring equipment calibration.
2. IH sample processing for analysis.
3. Heat Stress monitoring at the site level with a pager and web based notification system.
4. HEPA Filter Surveillance Testing.
CMS/MSDS Team members (for more details see IH77 series.)
1. Maintains and inventory of chemical containers and the associated hazard information for each chemical
2. Maintains Material Safety Data Sheets received from manufacturers on an internal web site for the access by the Lab population.
Ancillary roles performed by the IH Group - see applicable IH series SOP. (Each of these programs is supported by written SOPs for the IHG employees conducting work in these areas):

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1. Respirator Fit Testing.

7.0 Implementation & training

Personnel performing roles in IH program Administration or service delivery to line organizations are to be qualified per the IH Manager using mechanisms described in the corresponding IH element SOPs. This SOP does not have a Qualification Record. *Each primary role has a qualification program.*

8.0 References

None

9.0 Attachments

10.0 Documentation

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Revision Log
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input checked="" type="checkbox"/> Periodic review <input type="checkbox"/> Clarify/enhance procedural controls Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input type="checkbox"/> Corrective/preventive actions to non-conformances <input checked="" type="checkbox"/> none of the above Section/page and Description of change: Changes marked in text. Updated to reflect 10CFR851 and S&H Representative Program better. SME Reviewer/Date: R. Selvey 02/21/08 (signature on file)
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input checked="" type="checkbox"/> Periodic review <input type="checkbox"/> Clarify/enhance procedural controls Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input type="checkbox"/> Corrective/preventive actions to non-conformances <input checked="" type="checkbox"/> none of the above Section/page and Description of change: SOP renumbered to IH20100 from IH50180. Added the IH subject areas in the Scope Section. Added Section 2.1. Removed many of the steps in Section 6 to avoid redundancy with other SOPs. Added HEPA, CMS and ancillary services to Sections 4 and 6. SME Reviewer/Date: R. Selvey 11/03/08 (signature on file)